

NOTICE FOR PRE-QUALIFICATION OF FIRMS/CONTRACTORS FOR HVAC WORKS

Oil and Gas Regulatory Authority (OGRA) intends to invite the applications for pre-qualification of financially and technically capable HVAC Firms/Contractors for supply, installation, testing and commissioning of HVAC system in its Office Building (under-construction) at Mauve Area, G-10/4, Islamabad.

Description of HVAC Works	PEC's Category
Supply, Installation, Testing and Commissioning of HVAC System in OGRA Office Building (2-Basements +Ground+4 Storey) at G-10/4, Islamabad.	C-3 or above with specialization in ME-01, ME-04 and EE-04

- Firms/Contractors should be registered with Pakistan Engineering Council (PEC) in the above-mentioned category with specialization in ME-01, ME-04 & EE-04 for execution of HVAC works supported with PEC latest valid registration certificate.
- The Foreign Firms/Contractors not registered/licensed by Pakistan Engineering Council (PEC) will only be considered for pre-qualification if they have a joint venture with a Pakistani Firm/Contractor (registered/licensed by PEC) in relevant category (mentioned above). In such cases, duly executed Agreement between partners must be submitted by the Foreign Firm/Contractor, which should be legally binding on both partners with share of Pakistani Firm/Contractor in joint venture not less than 33 % (thirty three percent.)
- An original and latest undertaking / affidavit on Judicial paper stating that the Firm/Contractor has never been blacklisted by any Government, Semi-Government, Autonomous or State-owned Organization and its cases regarding blacklisting are not under trial in any Court of Law.
- Firms/Contractors should be registered with Income Tax/Sales Tax Dept. and should have valid Tax Numbers (NTN/STN).
- The Firms/Contractors fulfilling the above criteria /conditions may obtain the TORs for pre-qualification and evaluation criteria from the office of undersigned free of cost before or on **November 27, 2020** during the working hours. (9:00 a.m to 5:00 p.m) or can be downloaded from the website of PPRA www.ppra.org.pk and OGRA www.ogra.org.pk
- Applications for pre-qualification alongwith all the supporting documents, complete in all respects, should reach on the below mentioned address in a sealed envelope, clearly marked as "Pre-qualification of Contractors/Firms for HVAC Works at OGRA Office Building G-10/4, Islamabad" not later than **November 30, 2020 by 1100 hrs**. Pre-qualification applications will be opened on the same day at **1130 hrs**, in the presence of applicants who opt to be present.
- Applications received after due date and time shall not be considered for pre-qualification.
- OGRA reserves the right to disqualify any Firm/Contractor if it finds, at any time, that the information submitted by the Firm/Contractor regarding its pre-qualification was false and inaccurate.
- OGRA also reserves the right to extend the deadline for submission of pre-qualification applications, cancel or reject any or all the applications prior to their acceptance as per PPRA Rules, 2004.

(EXECUTIVE DIRECTOR (P&C)/BUILDING PROJECT)

Oil and Gas Regulatory Authority,
54-B, Fazal-e-Haq Road, Blue Area, Islamabad.
Ph: (051)9244028 Website: www.ogra.org.pk

ایچ وی اے سی (HVAC) ورکس کیلئے فرمز رکنٹر کیٹریز کی پری کوالیفیکیشن کانوٹس

آئل اینڈ گیس ریگولیٹری اتھارٹی (اگر) کوٹاؤ ایریا بکٹر 10/4-G، اسلام آباد میں واقع اپنی (زیر تعمیر) دفتری عمارت میں ایچ وی اے سی سسٹم کی فراہمی، تنصیب، جانچ اور آزمائشی طور پر چلانے کے لئے مانی اور تکنیکی طور پر منظم ایچ وی اے سی فرمز رکنٹر کیٹریز کی پری کوالیفیکیشن کیلئے درخواستیں مطلوب ہیں۔

ایچ وی اے سی ورکس کی تفصیل	پاکستان انجینئرنگ کونسل کی کیٹریز
ایچ وی اے سی سسٹم کی فراہمی، تنصیب، جانچ اور آزمائشی طور پر چلانے کے لئے برائے اوگرا آفس بلڈنگ، (2 بیس منٹ + گراؤنڈ + 4 منزلہ) واقع سیکٹر 10/4-G، اسلام آباد	C-3 یا ذرا ندیغ ME-01، ME-04 اور EE-04 کی پیٹولا نریشن

- فرمز رکنٹر کیٹریز مذکورہ بالا کیٹریز کیلئے پاکستان انجینئرنگ کونسل (پی ای سی) کے ساتھ لازمی طور پر رجسٹرڈ اور ایچ وی اے سی ورکس کیلئے ME-01، ME-04 اور EE-04 میں پیٹولا نریشن اور پاکستان انجینئرنگ کونسل کے تجدید شدہ مستند رجسٹریشن سرٹیفکیٹ کی حامل ہوں۔
- وہ غیر ملکی فرمز رکنٹر کیٹریز، جو پاکستان انجینئرنگ کونسل سے رجسٹرڈ رلائسنس یافتہ نہ ہوں، کو صرف ایسی صورت میں پری کوالیفیکیشن کیلئے زیر غور لایا جائے گا اگر ان کا (مذکورہ بالا) متعلقہ کیٹریز کیلئے پاکستانی فرمز رکنٹر کیٹریز (پی ای سی) کے ساتھ رجسٹرڈ رلائسنس یافتہ) کے ساتھ اشتراک ہو۔ ایسی صورت میں، غیر ملکی فرمز رکنٹر کیٹریز کو اشتراک داروں کے مابین طے شدہ معاہدہ جمع کرانا ہوگا، جن کی تعمیل قانونی طور پر دونوں اشتراک داروں کیلئے لازمی ہوگی، جس میں پاکستانی فرمز رکنٹر کیٹریز کا مشترکہ حصہ 33 فیصد (تین فیصد) سے کم نہ ہو۔
- جوڈیشل پیپر پر اصل اور جدید حلف نامہ، بیان حلفی کہ فرمز رکنٹر کیٹریز کو کسی بھی سرکاری رینم سرکاری، خود مختار یا حکومتی ملکیتی اداروں کی جانب سے بلیک لسٹ نہیں کیا گیا اور کسی بھی قانونی عدالت میں بلیک لسٹنگ سے متعلقہ مقدمات پر کارروائی نہیں ہو رہی۔
- فرمز رکنٹر کیٹریز انکم ٹیکس ریٹرنز کیس ڈیپارٹمنٹس میں اندراج یافتہ ہوں اور مستند ٹیکس نمبر (این ٹی این این ایس ٹی این) کی حامل ہوں۔
- مذکورہ بالا طریقہ کار رشرٹک پر پورا اترنے والی فرمز رکنٹر کیٹریز پری کوالیفیکیشن کیلئے ٹی او آر اور تجزیہ / جانچ کا طریقہ کار 27 نومبر 2020 تک یا اس سے پہلے دفتر زیر تفتیش سے اوقات کار (صبح 9:00 بجے تا شام 5:00 بجے) کے دوران بلا معاوضہ حاصل کر سکتے ہیں۔ یا پی ٹی آر سے کی ویب سائٹ www.ppra.org.pk اور اوگرا کی ویب سائٹ www.ogra.org.pk سے ڈاؤن لوڈ کر سکتے ہیں۔
- پری کوالیفیکیشن کیلئے درخواستیں مع ہر لحاظ سے مکمل معاون دستاویزات دفتر زیر تفتیش کے پتہ پر سہ ماہی فافوں میں جس میں واضح طور پر ایچ وی اے سی ورکس کیلئے رکنٹر کیٹریز فرمز کی پری کوالیفیکیشن بمقام اوگرا آفس بلڈنگ، 10/4-G، اسلام آباد، تحریر ہوا لازمی طور پر 30 نومبر 2020 دن 11:00 بجے تک پہنچ جانی چاہئیں۔ پری کوالیفیکیشن کی درخواستیں اسی روز دن 11:30 بجے شمولیت کرنے والے درخواست دہندگان کے درجہ بندی کی جائیں گی۔
- مقررہ تاریخ اور وقت کے بعد موصولہ درخواستیں پری کوالیفیکیشن کیلئے زیر غور نہیں لائی جائیں گی۔
- اگر اے پاس کسی بھی فرمز رکنٹر کیٹریز کو نا اہل قرار دینے کا اختیار حاصل ہے، اگر کسی بھی وقت، اوگرا کو پتا چلے کہ فرمز رکنٹر کیٹریز کی جانب سے پری کوالیفیکیشن کیلئے جمع کرائی گئی معلومات غلط یا ناقص تھیں۔
- اگر اے کو پی ٹی آر سے روز 2004 کی رو سے درخواستوں کی منظوری سے قبل پری کوالیفیکیشن کیلئے جمع کرائی جانے والی کسی یا تمام درخواستوں کی آخری تاریخ میں توسیع کرنے، مسترد یا منسوخ کرنے کا اختیار بھی حاصل ہے۔

ایگزیکٹو ڈائریکٹر، (پی ایچ سی) ر بلڈنگ پراجیکٹ

آئل اینڈ گیس ریگولیٹری اتھارٹی، B-54، فضل حق روڈ، بلیو ایریا اسلام آباد
فون: 051-9244028، ویب سائٹ: www.ogra.org.pk

**TORs for HVAC Works
at
OGRA Office Building,
Sector G-10/4, Islamabad.**

PRE-QUALIFICATION OF CONTRACTORS/FIRMS FOR HVAC WORKS AT OGRA OFFICE
BUILDING SECTOR G-10/4, ISLAMABAD

Issued to M/s.

(Name of Contractor's/Firm's Representative)

Issued by:

(Date)

(Time)

November 30, 2020 by 1100 Hours
(Last Date of Submission)

INSTRUCTIONS TO APPLICANTS

1.1 Submission of Applications

- 1.1.1 Applications for pre-qualification must be received in sealed envelope to be delivered by hand or through registered mail

To :—

Executive Director (P&C)/B.P

Oil and Gas Regulatory Authority (OGRA),
54-B, Fazal-e-Haq Road, Blue Area,
Islamabad.
Phone No. 92-51-9244090-98

Not later than **November 30, 2020 by 11:00 hrs.** and be clearly marked “**Application for Pre-qualification of Contractors/Firms for HVAC Works at OGRA Office Building Sector G-10/4, Islamabad.**”

The Pre-qualification applications will be opened by the Building Steering Committee in the presence of the representatives of Contractors/Firms on same day **at 1130 hrs.**, in the Conference Room, Oil and Gas Regulatory Authority (OGRA), 54-B, Fazal-e-Haq Road, Blue Area, Islamabad. OGRA reserves the right to accept or reject any application as per PPRA Rules, 2004.

- 1.1.2 The name and mailing address of the Applicant shall be clearly marked at bottom left of the envelope.
- 1.1.3 The applications and documents should be prepared in English language only.
- 1.1.4 The applicants must provide complete information as advised in this document.

1.2 Pre-qualification of Applicants

1.2.1 General

Pre-qualification of the applicants will be based on the criteria given below i.e. details of Financial Soundness, Experience in relevant field, Personnel Capabilities and Equipments as provided by the Applicant in the attached Forms. Sub-contractor's experience and resources shall not be taken into account for determining the Applicant's qualifying marks however, Joint Venture experience & resources shall be considered.

Sr. No	Category	Maximum Marks
1.	Financial Soundness	30
2.	Experience /Projects	40
3.	Personnel Capabilities	15
4.	Detail of Equipments owned by the Firm	15
Total:		100

a) Experience/Projects (40 Marks)

Marks for experience/Projects shall be awarded on the basis of the followings: -

Sr. No.	Description	Maximum Marks	Explanation of Marks
1.	03 projects of similar nature completed during last 5 years.	25	<ul style="list-style-type: none">• 8.33 marks per project in case of each HVAC project completed with capacity of 300-tons or above• 6.66 marks per project in case of each HVAC project completed above 275 tons and below 300-tons capacity• 5 marks per project in case of each HVAC project completed above 250-tons and below 275 tons capacity• 3 marks per project in case of each HVAC project completed 225-tons or below capacity
2.	02 project of similar nature in hand/ or in progress.	15	<ul style="list-style-type: none">• 7.5 marks per project if each HVAC project of capacity 300 tons or above in hand/ in progress.• 5 marks per project if each HVAC project of capacity, above 275 tons and below 300 tons in hand/ in progress.• 3 marks per project if each HVAC project of capacity, above 250 tons and below 275 tons in hand/ in progress.• 01 marks per project if each HVAC project of capacity, below 225 tons or below in hand or in progress.
Total:		40	

Note: The applicants must provide “**Letter of Award**” of in-hand projects and “**Taking Over/Completion Certificate**” of completed projects. No marks will be given to the projects for which above letter/certificate is not provided.

b) Financial Soundness (30 Marks)

The Applicant firms shall submit copies of annual account/audit reports for the last three consecutive years duly certified by the Chartered Accountant.

The minimum annual volume of the work (Annual Turn-Over) shall be above minimum limits mentioned below during any of the last three years.

Annual Turn Over	Maximum Marks
Rs. 300 million or below (in last three years)	05
Rs. 300 million or above, & below Rs. 500 million (in last three years)	7.5
Rs. 500 million or above, & below Rs. 750 million (in last three years)	10
Rs. 750 million or above (in last three years)	15
Total	15

The minimum amount of liquid assets shall be above minimum limits mentioned below during the current year. Firms shall submit copies of Bank Statement of last three years and Bank Credit Line Facility.

Liquid Assets	Max. Marks
i. Below 30 million	05
ii. Rs. 30 million or above, & below Rs. 50 million	7.5
iii. Rs. 50 million or above, & below Rs. 75 million	10
iv. Rs. 75 million or above	15
Total	15

c) Personnel Experience (15 Marks)

Marks shall be awarded under this category using the following criteria:

Sr. No.	Description	Maximum Marks	Explanation of Marks
1.	Graduate Engineers Registered with PEC in relevant category employed by the firm. Mechanical Engineer, 01 Electrical Engineer, 01 b) Experience of Engineers in number of years	10	<u>Mechanical Engineer</u> <ul style="list-style-type: none">• 0 mark if experience is less than 3 years• 2 marks if the experience is 3 years or above, but less than 5 years• 4 marks if experience is 5 years or above but less than 7 years• 6 marks if the experience is 07 years or above <u>Electrical Engineer</u> <ul style="list-style-type: none">• 0 marks if experience is less than 2 years• 2 marks if the experience is 2 years or above, but less than 5 years• 4 marks if experience is 5 years or above <p>No marks will be given if there is either no Mechanical or Electrical Engineer</p>
2.	Number of Associates Engineers (DAE) in relevant category employed by the Firm Experience of Associates Engineers (DAE	5	<u>a) Strength of Associate Engineers</u> <ul style="list-style-type: none">• 0 marks if no. of Associate Engineers are less than 2• 2 Marks if the no. of Associates Engineers is 2• 3 marks if the no. of Associates Engineers is 3 or above <u>b) Experience of Associate Engineers</u> <ul style="list-style-type: none">• 0 marks if experience is less than 2 years• 1 Marks will be given if the individual experience of at least 2 no. of Associates Engineers (DAE) is equal to 03 years or above but less than 5 years.• 2 Marks will be given if the individual experience of at least 2 no. of Associates Engineers (DAE) is equal to 05 years or above.
	Total:	15	

Note:

The applicant must provide verifiable proof of employment of the staff and attach detailed CVs & **valid PEC Registration Certificates** of the B.Sc. Engineers; and detailed CVs and **Diploma Certificates of DAEs**. Provide affidavit of employment of staff with the firm.

d) Equipment of details owned by the firm (15 Marks)

Marks shall be awarded on the basis of the following criteria for various kinds of equipment relevant for the Project:

Sr. No	Equipment Type and Characteristics	Qty	Maximum Marks
1	Vacuum Pumps	1	1
2	Lock Former	1	1
3	Drilling Machine for Different sizes/ types (battery powered)	1	0.5
4	Grinder 12" Wheel Size	1	0.5
5	Grinder 9" Wheel Size	1	0.5
6	Grinder 4" Wheel Size	1	0.5
7	Electric Welding Plant	1	0.5
8	Sheet Cutter	1	0.5
9	Sheet Bending Machine	1	0.5
10	Refrigerating Charges for Testing Kits	1	0.5
11	Electric Testing Equipment	1	0.5
12	Air Velocity Meter	1	0.5
13	Tong Tester	1	0.5
14	RPM Meter	1	0.5
16	Freon Gas Cylinders, Nitrogen Gas Cylinders and other necessary tools	1	0.5
17	Generator Set	1	0.5
18	Scaffolding Pipes with Joints	1	0.5
19	Welding plant (Gas)	1	1
20	Sawzall	1	0.5
21	Staple Guns	1	0.5
22	Refrigerant Scale	1	0.5
23	Leak Detectors	1	0.5
24	Combustion Analyzer	1	0.5
25	Anemometer	1	0.5
26	Manometer	1	0.5
27	Vacuum Gauge	1	0.5
	Total		15

1.2.2 Financial Soundness

- a) The Applicant firms/contractors shall submit copies of annual account/audited reports for the last three consecutive years FY 2016-17, FY 2017-18 and FY 2018-19 duly certified by the Chartered Accountant Firm .
- b) Firm's/Contractor's valid registration with Income Tax/Sales Tax Dept., with NTN / Sales Tax/Professional Tax Nos. along with proof of payment of Income Tax, Sales Tax and Professional Tax during the last three consecutive financial years i.e. (FY 2016-17 to FY 2018-19)
- c) Firm's/Contractor's detailed Audited Reports for the last three consecutive financial years including Balance Sheets, Profit and Loss Account Statements and Cash Flows, Annual Turnover etc. duly audited by a Chartered Accountant Firm.
- d) Certificate of "Sound Financial Stability" of Firm/Contractor from a Schedule Bank of Pakistan and Letter of Credit (LC) limits.

1.2.3 Experience/Projects of the Firm/Contractor

Detail of projects having capacity of 300 tons central HVAC System of similar nature in-hand, completed and commissioned by the Firm/Contractor during the last five years. Satisfactory completion certificate from the clients to be provided.

Note:

The applicants must provide "**Letter of Award**" of in-hand projects and "**Taking Over/Completion Certificate**" of completed projects. No marks will be given to the projects for which above letter/certificate is not provided.

1.2.4 Personnel Capabilities

The applicant must provide verifiable proof of employment of the staff and attach detailed CVs & valid PEC Registration Certificates of the Engineers and detailed CVs and Diploma Certificates of DAEs. Also provide affidavit of employment of Engineers/ other staff working with the firm/contractor.

1.2.5 Detail of Ownership of Equipment

Detail of ownership (verifiable) and location of Equipment, Tools, Plants, Machinery, Manufacturing Facility with the Firm/Contractor.

1.3 Joint Venture (JV)

1.3.1 Joint Venture must comply with the following requirements: -

- a) Following are minimum qualification requirements: -
 - i) The lead partner shall meet not less than 45% of all the qualifying criteria
 - ii) The lead firm shall register with PEC in relevant category.
 - ii) Each of the partners shall meet not less than 25% percent of all the qualifying criteria.

- iii) The joint venture must collectively satisfy the criteria of paras 1.2, 1.3 and 1.4, for which purpose the relevant marks for each of the partners shall be added together to arrive at the JV's total capacity. Individual members must satisfy each of the requirements of paras 1.5 and 1.6 thereto.
- b) Any change in a pre-qualified JV after pre-qualification, shall be subject to the written approval of the Employer prior to the deadline for submission of bids. Such approval may be denied if :-
 - i) Partner(s) withdrawal from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partner(s) to a JV is/are not qualified individually or in another JV;
- c) Bid shall be signed by all members in the JV so as to legally bind them to adhere all Standard Procedure for Pre-Qualification of Constructors partners, jointly and severally, and any bid shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.

1.4 Conflict of Interest

The Applicant (including all members of a JV) must not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other pre-qualification and bidding documents for the project, or was proposed as Engineer for the contract, over the last five years. Any such association may result in dis-qualification of the applicant.

1.5 Confirmation of Pre-qualification Information

Bidders shall be required to confirm their financial soundness, personnel capabilities, experience and equipment details used for prequalification at the time of submitting their bids, continued compliance with the pre-qualification criteria and re-verification of the information provided at the time of pre-qualification. A bid shall be rejected if the Applicant's qualification thresholds are no longer met at the time of bidding.

1.6 Other Factors

1.6.1 The Employer reserves the right to:-

- a) Amend the scope and value of any contract(s) to be bid, in which case the bidder(s) will only bid among those pre-qualified bidders who meet the requirements of the contract(s) as amended.
- b) Reject or accept any application; and
- c) Cancel the prequalification process and reject all applications.

The Employer shall neither be liable for any such actions nor be under any obligation to inform the Applicant of the grounds for rejection however, may be debriefed if solicited.

2.0 EVALUATION CRITERIA

Applicants meeting the minimum requirements mentioned in Para 1.2 besides other factors shall be considered for pre-qualification.

- Minimum requirements to secure at least 50% marks in each category.
- Minimum requirements to secure overall 70% marks for pre-qualification.

Letter of Application

[Letterhead paper of the Applicant, or partner responsible for a joint venture, including full postal address, telephone No, Fax No., Telex no., Cable and e-mail address]

Date:.....

To:

Executive Director (P&C)/B.P

Oil and Gas Regulatory Authority (OGRA),
54-B, Fazal-e-Haq Road, Blue Area,
Islamabad.
Phone No. 92-51-9244090-98

Sir,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be pre-qualified as a bidder for the contract for HVAC Works at OGRA Office Building Sector G-10/4, ISLAMABAD"
2. Attached to this letter original documents defining.
 - (a) The Applicant's legal status;
 - (b) The principal place of business; and
 - (c) The place of incorporation (for applicants who are corporations); or
the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. Employer/OGRA and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by employer or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. OGRA and its authorized representatives may contact the following persons for further information 2, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

i) For applications by joint ventures, all the information requested in the pre-qualification documents is to be provided for the joint venture. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

iii) Application by joint ventures should provide information on separate sheets.

Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:

- (a) bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding;
- (b) OGRA reserves the right to:
 - (i) amend the scope and value of any contract under this project; in such event bids will only be called from pre-qualified bidders who meet the revised requirements; and
 - (ii) reject or accept any application, cancel the prequalification process, and reject applications as per PPRA Rules, 2004.

6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

7. We confirm that in the event that we bid, that bid as well as any resulting contract will be.

- (a) Signed so as to legally bind all partners, jointly and severally; and
- (b) submitted with a Joint Venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name and signature of other partners of the joint venture)

General Information

All individual firms and each partner of a joint venture applying for pre-qualification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the PEC Bye-Laws as a Partnership/Joint Venture.

Where the Applicant proposes to use named sub-contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractor(s).

1	Name of Firm	
2	Head Office Address	
3	Telephone	Contact Person Name: Title:
4	Fax	Telex
5	Place of Incorporation/Registration	Year of incorporation/registration

Name of Owners	
1	
2	
3	
4	
5	

**Experience/HVAC Projects
(300 to 400 tons capacity only)**

Name of Applicant or partner of a joint venture

To pre-qualify, the Applicant shall be required to pass the specified requirements applicable to this form, as set out in the: Instructions to Applicants”.

Use a separate sheet for each contract.

1	Name of Contract
	Country
2	Name of Employer
3	Employer Address
4	Nature of works and special features relevant to the contract for which the Applicant wishes to pre-qualify
5	Contract Roles (Tick One) (a) Sole Contractor b) Sub-Contractor c) Partner in a Joint Venture
6	Value and Capacity of the contract at completion, or at date of award for current contract Currency..... Currency Currency
7	Equivalent in Pak/Rs.
8	Date of Award
9	Date of Completion
10	Contract Duration (Years and Months) _____years _____Months
11	Specified Requirements 1

Current Contract Commitments/Works in Progress/in Hand

Name of Applicant or partner(s) of a joint venture

Applicants and each partner to an application should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.

[illegible]

Personnel Capabilities

Name of Applicant

For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position.

The data on their experience should be supplied on separate sheets using one Form for each candidate.

1	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
2	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
3	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate
4	Title of Position
	Name of Prime Candidate
	Name of Alternate Candidate

Candidate Summary

Name of Applicant

Position		Candidate [Tick appropriate one]
Candidate information	1. Name of Candidate	2. Date of Birth
	3. Professional Qualification	
Present employment	4. Name of employer	
	Address of employer	
	Telephone	Contact (manager/personnel officer)
	Fax	Telex
	Job title of candidate	Years with present employer

Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

[illegible]

Detail and proof of ownership of Equipment

Name of Applicant

The Applicant shall provide adequate information to demonstrate clearly that he has the capability to meet the requirements for each and all items of equipment listed in the Instructions to Applicants. A separate Form shall be prepared for each item of equipment listed in para 1.2.5 of the Instructions to Applicants, or for alternative equipment proposed by the Applicant.

[illegible]

Financial Capabilities

Name of Applicant or Partner of a Joint Venture

Applicants, including each partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants. Each applicant or partner of a joint venture must fill-in this form. If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Banker	Name of Banker	
	Address of Banker	
	Telephone	Contact name and title
	Fax	Telex

Summarize actual assets and liabilities in Pak Rupees (Equivalent at the current rate of exchange at the end of each year) for the previous three years.

Financial information in Pak Rs. or equivalent	Actual: Previous three years		
	1	2	3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			

Litigation History

Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of joint venture.

[illegible]

In addition to information / documents submitted, the Contractors/Firms should also submit the following information / documents:

1. Name of the Firm with full address, telephone & fax No. of Head office and Branch offices.
2. A copy of articles and memorandum of association of Firm/partnership deed.
3. Registration with Pakistan Engineering Council at least having registered in category **C-3** Category or above, having field of specialization **ME01, ME04 & EE-04** in relevant code of specialization.
4. Work experience of similar nature works successfully carried out during the last 05 years with cost and satisfactory certificate from the concerned authorities.
5. Similar nature of projects in hand.
6. Detail of qualified Engineering staff presently employed with the firm along with their registration Nos. with Pakistan Engineering Council.
7. Detail of machinery, testing equipment and other tools and plant that would specifically be made available for the project.
8. Documents to substantiate annual turnover (defined as billing for works in progress and completed) over last 03 years and banker confirmed line of credit that may be available.
9. Detail of litigation and arbitration cases, if any, in which the Contractor/Firm has been involved.
10. Evidence of registration with Income Tax Department.
11. Affidavit that firm is not blacklisted/disqualified by any Government, Semi-Government or any autonomous Department.
12. Any other document or information, which is considered necessary for prequalification.